

## Top Tips for Authorising Equipment

- Check that the clinician prescribing equipment is the person who actually assessed the client and identified the equipment required.
- The standard speed for delivering equipment is 5 days. Check that the prescriber has clinically justified a more rapid delivery speed. Remember that Medequip work seven days a week, not just Monday to Friday. In addition, consider whether the delivery speed you have selected is appropriate. For example, 5 day delivery for bathing equipment would not be appropriate unless there is a clear and significant clinical reason which warrants a quicker delivery.
- Contracted equipment which is ordered on a 5 day delivery speed may be available in refurb 'special stock'. Look for an authorisation note which states that the item has not been found in refurb.
- Check whether the prescriber has explained in the authorisation note, why simpler solutions to a given problem have been ruled out. E.g why has a bath lift been selected instead of bath board/bath seat, or why have they ordered a vicair cushion instead of a lower level of pressure relief when a client has grade 1-2 pressure damage.
- Remind prescribers to raise a collection for unused pieces of equipment. The service receives a credit of 90% of the original cost value of contracted equipment. Although refurbished stock provides no financial credit on collection, it is often expensive when first ordered and can be recycled for other Service Users, and may prevent a new special order being placed.
- Check the "news" section on the front page of the Medequip system – any changes in equipment available, equipment ordering processes, issues with equipment and any other important information for prescribers will be posted in this section on the top left of the homepage.
- Remind prescribers to place the order on the TCES system as quickly as possible. Ordering equipment before the cut-off times can help to deliver the equipment on an appropriate speed, which reduces the cost spent on deliveries.
- If prescribers order multiples of similar equipment, check with them whether there are simpler solutions. For example, prescribers may order toileting equipment for upstairs and downstairs. Consider whether the client can manage safely using a commode on one level and a different type of toilet equipment on another.